

**RULES  
OF  
TENNESSEE DEPARTMENT OF HUMAN SERVICES  
FAMILY ASSISTANCE DIVISION**

**CHAPTER 1240-1-14  
APPLICATION PROCESS**

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**1240-1-14-.01 RESERVED FOR FUTURE USE.**

**Authority:** TCA §14-8-106; 45 CFR 206.10. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980.

**1240-1-14-.02 VOLUNTARY WITHDRAWAL.** The Household/Aid Group may voluntarily withdraw its application at any time prior to the determination of eligibility.

**Authority:** TCA §4-8-106; 45 CFR 206.10. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980.

**1240-1-14-.03 PROMPTNESS.**

- (1) Food Stamps Only. The HH/AG must be given an opportunity to participate no later than thirty (30) days after an application is filed. Expedited service shall be available to HH/AG in immediate need. Benefits must be provided retroactively to the month of application for HH/AG who have completed the application process and been determined eligible.
- (2) AFDC Only. The standard of promptness for completing AFDC applications shall be 45 days from the date of application.
  - (a) Exceptions. This standard will be adhered to in all instances except those over which the agency has no control. Such instances are limited to:
    1. Inability to secure an immediate or early appointment with a physician for the purpose of obtaining a general physical examination (when incapacity of a parent is claimed as the basis of the child's deprivation).
    2. Delay in submitting medical information to the county office by the physician.
    3. Failure of another agency to supply in a timely manner requested information required to establish eligibility.

(Rule 1240-1-14-.03 continued)

4. Failure of the applicant, or person acting for him, to furnish information that he has been advised is required to establish eligibility.

(b) Reserved for Future Use.

**Authority:** TCA §14-8-106; 45 CFR 206.10. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980.

**1240-1-14-.04 FILING AN APPLICATION.** An application is a signed document submitted to the Human Services Department on which the HH/AG has requested assistance for Food Stamps, Family Assistance or Medicaid. Applications can be filed in person, by authorized representative, by a person's legally appointed guardian (AFDC only), or by mail. Applications shall be made in the county of residence during working hours.

- (1) Same Day Filing - Food Stamps/AFDC. Any person inquiring about making application for Food Stamps, AFDC, or Medicaid shall be advised of their right of same-day filing. To assure that all applicants are advised of their right to file an application on the same day they contact the Family Assistance Office, the county shall post signs in their certification office which explain that right, and shall include information about same-day filing in out-reach materials and on the application form. These posters and information materials will be provided by the state office. The county shall provide an application to anyone requesting one. If an application is filed, the date of application shall be recorded on the application form. The applicant shall also be advised that he/she does not have to be interviewed before filing an application. For Food Stamps an incomplete application may be filed as long as the form contains the applicant's name, address, and the signature of either a responsible member of the household/aid group or the HH/AG's authorized representative.
- (2) Reserved for Future Use.
- (3) Mailing Applications - Food Stamps/AFDC. If the household has contacted the county office by telephone but does not wish to come to the office to file the application that same day and instead prefers receiving an application through the mail, the county shall mail an application form to the household on the same day the written request or telephone call is received.
- (4) Contacting the "Wrong" Office - Food Stamps/AFDC.
  - (a) If a county has designated certification offices to serve specific areas of the county, applicants may at times contact (in person or by phone) the "wrong" office. If so, the "wrong" office must still assist the applicant as follows:
    1. Advise the applicant of same-day filing and mailing or an application.
    2. Give the applicant the address and telephone number of the correct or appropriate office.
    3. Offer to forward the applicant's application to the appropriate office that same day if the applicant has completed enough information on the form to submit it.
  - (b) The applicant must be informed that the application is not considered filed and the processing standards do not begin until the application is received in the appropriate office. If an application is mailed to the wrong office, that office shall mail the application to the appropriate office the same day it is received.

(Rule 1240-1-14-.04 continued)

- (5) Food Stamps/AFDC Applications. The county office shall conduct a single interview at initial and subsequent applications. AFDC applicants also applying for Food Stamps shall be interviewed by one worker for both types of assistance. However, eligibility and benefit levels shall be based on food stamp criteria for Food Stamps and Public Assistance criteria for AFDC. Certification shall be in accordance with notice and procedural requirements of the Food Stamp regulations and AFDC regulations accordingly.

**Authority:** TCA §14-8-108; 45 CFR 206.10. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980.

#### **1240-1-14-.05 PRESCREENING.**

- (1) Food Stamps Only. The county's application procedures shall be designed to identify applicants who are eligible for expedited service at the time they request assistance.
- (2) AFDC Only. It is the policy of the Department to determine eligibility of AFDC applications in chronological order. However, when the application interview or referral indicates that an emergency situation exists, such applications will be given emergency priority.

**Authority:** TCA §14-8-106. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980.

**1240-1-14-.06 DISPOSITION OF APPLICATIONS.** An application continues in the application stage until an action is taken. This action consists of:

- (1) Approval of application.
- (2) Denial or rejection of application due to death, withdrawal of application, loss of contact, failure to provide or obtain information necessary to determine eligibility or ineligibility based on program regulations.
- (3) Pending of Application.

**Authority:** TCA §14-8-110; 45 CFR 206.10. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980.

#### **1240-1-14-.07 RESERVED FOR FUTURE USE.**

**Authority:** TCA §14-8-110; 45 CFR 206.10. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980.

#### **1240-1-14-.08 RESERVED FOR FUTURE USE.**

**Authority:** TCA § 14-8-110; 45 CFR 206.10. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980.

**1240-1-14-.09 APPLICATION PROCESS - FOOD STAMPS ONLY.** Households found eligible after consideration of the non-financial criteria section 1240-1-3 should have their food stamp income compared to the monthly income eligibility standards for the appropriate household size to determine if the household is eligible based on financial criteria. Households which do not contain a member who is elderly or disabled (see definition of "elderly" and "disabled" in 1240-1-8-.01) are subject to a gross income limit of 130 percent of the Office of Management and Budget nonfarm poverty guideline. To determine this limit, nonexempt gross income shall be

(Rule 1240-1-14-.09 continued)

added together, and this sum shall be compared to the eligibility limit for the appropriate household size. If the monthly income exceeds the amount shown on Table I, section 1240-1-4-.27, the household is ineligible. If the monthly income is less than or equal to the gross income limit, normal procedures allowing deductions shall be followed. All households including households containing an elderly or disabled member (as defined in section 1240-1-8-.01) are subject to the net monthly income standards in Table II, section 1240-1-4-.27.

- (1) Determining the Monthly Allotment - Food Stamps Only.
  - (a) General. The household's monthly allotment shall be equal to the Thrifty Food Plan as defined in section 1240-1-4-.27 for the household's size reduced by 30 percent of the household's net monthly income as calculated in section 1240-1-4-.27. After multiplying the net income 30 percent, the result shall be rounded by using the appropriate rounding procedures prior to subtracting the amount from the Thrifty Food Plan.
- (2) Proration of Initial Month's Benefits. The amount of the household's benefits for the initial month of certification will be based on the day of the month it applies for benefits. The following procedures shall be used to determine the amount or initial benefits:
  - (a) A household's benefit level for the initial month of certification will be based on the day of the month it applies for benefits. Using a 30-day calendar month, households shall receive benefits prorated from the day of application to the end of the month. A household applying on the 31st of a month will be treated as though it applied on the 30th of the month. The term certified for participation in the Food Stamp Program or the first month following any period which the household was not certified for participation. If the prorated initial month's benefits are computed to be less than \$10.00, no benefits will be issued for the initial month.
- (3) If an application for recertification is submitted after the household's certification period has expired, that application shall be considered an initial application and benefits for that month will be prorated.
- (4) Eligible households which are entitled to no benefits shall be denied participation on the grounds that their net income exceeds the level below which benefits are issued.
  - (a) For those eligible households which are entitled to no benefits in their initial month of application, but are entitled to benefits in subsequent months, the period of certification will begin with the month of application.
  - (b) With an Unverified Deductible Expense. If a household is claiming actual utility expenses in excess of the State Agency's utility standard and the expense would actually result in a deduction, the expenses must be verified. If the actual utility expenses cannot be verified before the 30 days allowed to process the application expire, the State Agency shall use the standard utility allowance, provided the household is entitled to use the standard. If the household wishes to claim expenses for an unoccupied home, the worker shall verify the actual utility expenses for the unoccupied home in every case and shall not use the standard utility allowance.
  - (c) Other Deductible Expenses. If a deductible expense must be verified and obtaining the verification may delay the Food Stamp certification, the worker shall advise the household that the eligibility and benefit level may be determined without providing a deduction for the claimed but unverified expense. Shelter costs would be computed without including the unverified components. The standard utility allowance shall be used if the household is entitled to claim it and has not verified higher actual costs. If the expense cannot be verified within 30 days of the date of application, the worker shall determine the eligibility and benefit level without providing a deduction for the unverified expense. If the household subsequently

(Rule 1240-1-14-.09 continued)

provides the missing verification, the worker shall redetermine the benefits and provide increased benefits, if any, in accordance with the timeliness standards. The household shall be entitled to the restoration of lost benefits as a resulting of the disallowance of the expense only if the expense could not be verified within the 30 days processing standard because the worker failed to allow the household sufficient time to verify the expense.

**Authority:** TCA §§14-8-106, 14-8-108, 14-27-104, and 14-27-105; PL 97-35; 7 CFR 273.2, 273.10 (2). **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980. Repeal and new rule filed December 10, 1981; effective January 25, 1982. Amendment filed March 28, 1983; effective April 27, 1983.

#### **1240-1-14.10 ISSUING IDENTIFICATION (ID) CARDS - FOOD STAMPS ONLY.**

- (1) Requirements for the ID Card. The county shall issue an ID Card to each certified household as proof of program eligibility. The ID Card shall be issued in the name of the household member to whom the ATP is issued. That member and any authorized representative shall sign the ID Card prior to using it. If no authorized representative was named, the worker shall indicate on the ID Card that no designation was made. The worker shall place an expiration date only on those ID's issued to households that have been certified for delivered meals for a temporary period.
- (2) Frequency of Issuance. The County Office shall limit issuance of ID Cards to the time of initial certification with replacement made only in instances of loss, mutilation, destruction, or changes in persons authorized to obtain or use coupons.
- (3) Not To Be Mailed With ATP's or Coupons. ID Cards delivered to the household by mail shall not be mailed in the same envelope with an ATP or coupons.
- (4) The household member whose name appears on the ID Card must sign the coupon books.
- (5) ID Cards for Special Households.
- (6) Delivered Meals. When one or more persons are determined to be eligible to use Food Stamps in payment of delivered meals, and express an intent to do so, they will be issued an ID Card which is conspicuously marked with the letter "M". Participants should be requested to advise the delivered meal service that they plan to use Food Stamps to purchase delivered meals. Persons who meet the eligibility requirements for delivered meals for only a temporary period, such as while convalescing, will have an expiration date on their ID Card.

**Authority:** TCA §§14-8-106, 14-8-108, and 14-27-10; PL 97-35; 7 CFR 273.2. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980. Repeal and new rule filed December 10, 1981; effective January 25, 1982.

**1240-1-14.11 PROVIDING NOTICES OF ELIGIBILITY - FOOD STAMPS ONLY.** Every applicant found eligible to participate in the Food Stamp Program shall be provided with a written notice of eligibility as soon as a determination is made but no later than 30 days after the date of the initial application.

**Authority:** TCA §§14-8-106, 14-8-108, and 14-27-104; 7 CFR 273.2. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980.

**1240-1-14.12 ACTIONS BASED ON INELIGIBILITY AND DELAYED ELIGIBILITY DETERMINATION - FOOD STAMPS ONLY.**

- (1) Ineligible. Each household that is denied eligibility based on either financial or nonfinancial criteria shall be provided with a written notice of denial.
- (2) Delayed Eligibility. If an eligibility determination cannot be made within the 30-day processing standard, the worker shall determine if the delay was caused by the county or the household. Specific actions must be taken depending on whether the county or the household caused the delay.

**Authority:** TCA §§14-8-106, 14-8-108, and 14-27-104; 7 CFR 273.2. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980.

#### **1240-1-14.13 PROCEDURES FOR REAPPLICATION AND ADDING INDIVIDUALS - AFDC ONLY.**

- (1) Reapplication. If application for AFDC is made on a case which was denied or closed within three months prior to month of reapplication, it will not be necessary to verify information obtained at the previous application unless the information has changed. If an application is made three months after denial or closure, then the entire application process will be followed.
- (2) Adding Individuals to the AFDC Grant. A request for an individual to be included in the AFDC grant is in effect an application for assistance for that individuals. The request must be in writing on a prescribed form and the application date will be the day the Application Form is received in the designated county office.
  - (a) If the request is made by telephone, the county will date the application form as the date the request was made before sending it to the recipient to be completed. The recipient must be informed that the individual will be added retroactive to the date the request was made only if the form is returned to the appropriate county office within ten calendar days. If the application is received in the county office after the 10 days has elapsed, the otherwise eligible individual will be added as of the date the form is received in the office.
  - (b) To add a newborn child the above procedure will be followed. However, the child may be added back to the date of birth only if the request is made within 10 days of the child's birth and the Application Form is received in the appropriate county office within 10 days of the date of the request.

**Authority:** TCA §§14-8-106, 14-8-108, and 14-27-104; 7 CFR 273.2. **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980.

**1240-1-14.14 SSI/FOOD STAMP JOINT APPLICATION.** This section describes the joint application processing procedures and action that must be taken by the Social Security Administration and the Department of Human Services when an SSI household applies for food stamps at the Social Security Administration Office. Certification of these households must be accomplished by joint processing. The application will be taken by the Social Security Administration and eligibility determination will be made by the Department. The Food Stamp Act of 1977 provides for certain households containing applicants for and recipients of Supplemental Security Income (SSI) to apply for food stamps at offices of the Social Security Administration. Many SSI recipients are also eligible for food stamps, but have found participation difficult. To make it easier for SSI recipients to obtain food stamps, the Secretaries of Agriculture and Health and Human Services have developed a procedure by which households in which all members are SSI recipients could apply for food stamps at the Social Security Office.

- (1) SSI Households. For purposes of this section, SSI is defined as Federal SSI payments made under Title XVI of the Social Security Act, federally administered optional supplemental payments under Section 1616 of that act, or federally administered mandatory supplementary payments under 212 (a) of Public Law 93-66. Pure SSI households are those households in which all members are applying for or are participating in SSI.

(Rule 1240-1-14-.14, continued)

- (a) Entitlement to Joint Processing. Joint processing of food stamp allocations at the SSI Office will be limited to pure SSI households; that is, households in which all members are applicants for or recipients of SSI, and who are neither certified for food stamps nor have applied for food stamps within the past 30 days or do not have an application pending for food stamps. These household's food stamp eligibility and benefit levels shall be based solely on food stamp eligibility criteria in accordance with the notice, procedural, and timeliness requirements of the Food Stamp Act of 1977 and its implementing regulations. The county office shall make an eligibility determination based on information provided by SSA and/or by the household.
- (2) Responsibilities of SSA.
  - (a) Initial Application and Eligibility Determination.
    - 1. The SSA Office will complete and forward food stamp applications to the local Food Stamp Office when SSI households apply for food stamps at the SSA Office. Whenever a member of the household consisting only of SSI applicants or recipients applies for SSI or at redetermination for SSI at the SSA Office, the SSA shall inform the household of:
      - (i) Its right to apply for food stamps at the SSA Office without going to the Food Stamp Office; and
      - (ii) Its right to apply at a Food Stamp Office if it chooses to do so.
    - 2. Filing an Application. For purposes of this joint processing procedure, SSA will use the National Food Stamp Application Form instead of the DHS Application for Assistance. An application for food stamps is a signed form FNS-385 Application for Food Stamps submitted to SSA by the SSI household. Applications may be filed in person, by mail or by an authorized representative. Application must be made during regular working hours.
    - 3. Handling of Application for Food Stamps. The SSA will accept and complete food stamp application for pure SSI households received at the SSA Office and forward them within one working day after receipt of a signed application to a designated county office. Form SSA 42.33, Social Security Administration Transmittal for Food Stamp Applications, which will contain references to verification obtained by the SSA employee will also be forwarded to the designated county office with the signed application form.
    - 4. Interviewing Households. Households in which all members are applying for or participating in SSI will not be required to see a state eligibility worker or otherwise be subjected to an additional state interview. The SSI household must be interviewed by SSA and submit a signed application prior to eligibility determination by DHS. Interviews may be held in the following manner:
      - (i) Telephone Interview. If SSA takes an SSI application or redetermination on the telephone from a member of the pure SSI household, a food stamp application shall also be completed during the telephone interview. In these cases, the food stamp application shall be mailed to the claimant for signature for return to the SSA Office or to the designated county office. The county office shall not require the household to be interviewed again in the Food Stamp Office.

(Rule 1240-1-14-.14, continued)

- (ii) Face to Face Interview. The SSA will accept and complete applications from pure SSI households at the SSA Office. All signed applications received by SSA shall be forwarded to the designated DHS Office within one working day after receipt of the signed application.
  - 5. Prescreening for Expedited Service. The SSA shall prescreen all applications for entitlement to expedited service on the day the application is received in the SSA Office and shall mark "Expedited Processing" on the first page of each household's application that appears to be entitled to expedited service. The SSA will inform households which appear to meet the criteria for expedited service that benefits may be issued a few days sooner if the household applies directly at the Food Stamp Office. The household may take the application from SSA to the Food Stamp Office for screening, an interview, and processing of the application.
  - 6. Standard of Promptness. The SSA shall forward applications received from SSI households to the designated Food Stamp Office within one working day after receipt of a signed application.
  - 7. Reserved for Future Use.
  - 8. SSI Recipients Redetermined by Mail. The SSA shall send a stuffer to SSI recipients redetermined by mail informing them of their right to file a food stamp application at the SSI Office (if they are members of a pure SSI household) or at the local Food Stamp Office and their right to an out of office interview to be performed by the county office if the household is unable to appoint an authorized representative.
  - 9. Referral of Non SSI Households. The SSA shall refer non SSI households and those in which not all members have applied for or receive SSI to the correct Food Stamp Office. The county office shall process those applications in accordance with the timeliness standards in 1240-1-17.
- (b) Recertification.
- 1. Jointly processed households which have received Form HS-0258, Notice Concerning Your Application or Redetermination, shall be entitled to make a timely application for food stamp recertification at the SSA Office when the following criteria are met:
    - (i) The food stamp certification is ending;
    - (ii) Household is still pure SSI;
    - (iii) Initial food stamp application was filed with SSA;
    - (iv) Household chooses to file with SSA.
  - 2. The SSA Office shall accept the application of a pure SSI household and forward the completed application, SSA 42.33 Social Security Administration Transmittal for Food Stamp Applications, and any available verification to the designated Food Stamp Office.
- (3) Responsibilities of the Department (DHS). The county office shall make an eligibility determination and issue food stamp benefits to eligible SSI households whose application are forwarded by SSA.



(Rule 1240-1-14-.14, continued)

- (a) Providing Address of County Office. The local Food Stamp Office shall designate an address for the SSA to forward food stamp applications and accompanying information.
- (b) Contacting the Wrong Office. If the application for food stamps is sent to the wrong office by SSA, the application should be sent to the correct office by the county office within one working day of its receipt in the wrong county office.
- (c) Informational Material for Applicants. The State Office shall provide the county office with informational material to be forwarded to the SSA Office serving the area. This material will include the following information:
  - 1. Address and telephone number of the household's correct Food Stamp Office.
  - 2. Information for the applicant/recipient. The informational material will contain the following:
    - (i) The remaining actions to be taken in the application process;
    - (ii) That a household should be notified of the food stamp determination within 30 days and should contact the DHS Office if it receives no notification within 30 days or has other questions or problems;
    - (iii) The client's rights and responsibilities;
    - (iv) How and where to obtain coupons; and
    - (v) How to use coupons, including the commodities clients may purchase with food coupons.
- (d) Determining Participation. The county office shall determine if members of SSI households whose applications are forwarded by the SSA are already participating in the Food Stamp Program.
- (e) Disposition of Applications. The application continues in the application stage until action is taken to approve or deny the case. Disposition of the application should be made in accordance with 1240-1-14-.07.
- (f) Standard of Promptness.
  - 1. Normal Processing. The worker shall make an eligibility determination and issue food stamps to eligible SSI households within 30 days following the date the application was received by the SSA. Applications shall be considered filed for normal processing standards when the signed application is received by SSA.
  - 2. The worker shall prescreen all applications received from the SSA for entitlement to expedited service on the date the application is received in the correct Food Stamp Office. For SSI households entitled to expedited service, the county office shall mail the household's ATP card or coupons no later than the close of business of the 5th calendar day following the date the application was received in the correct county office.
- (g) The county office shall complete the application process and approve or deny timely application for recertification in accordance with 1240-1-19-.01. A face-to-face interview shall be waived if requested by a household consisting entirely of SSI participants unable to appoint

(Rule 1240-1-14-.14, continued)

an authorized representative. The county office shall provide these households with Form HS-0258, Notice Concerning Your Application or Redetermination, in accordance with 1240-1-19-.01 except that such notification shall inform households consisting entirely of SSI recipients that they are entitled to a waiver of a face-to-face interview if the household is unable to appoint an authorized representative.

- (4) **Verification Procedures.** Regardless of whether the SSA or the county office conducts the interview, the required verification must be made prior to a certification of the household for food stamp benefits. Verification is the use of third party information or documentation to establish the accuracy of the application. Form SSA 42.33, Social Security Administration Transmittal for Food Stamp Applications, shall be used for verification purposes of information on the application form. However, the worker shall insure that information required as listed below is verified prior to certification of households initially applying in accordance with 1240-1-16.
  - (a) **Verification for Expedited Processing.** The worker shall postpone the verification required above. However, the household's identity and residency must be verified through a collateral contact or readily available documentary evidence in accordance with section 1240-1-5-.07. The SSA 42.33, Social Security Administration Transmittal for Food Stamp Applications, shall be used for verification. SDX and Bendex may be used to verify information.
  - (b) **Contact with the Household.** After the application is received from the SSA, the worker shall not contact the household further in order to obtain information for certification for food stamp benefits unless the application is improperly completed; mandatory verification is missing; or the worker determines that certain information on the application is questionable. The applicant shall not be required under any circumstances to appear at the Food Stamp Office to finalize the eligibility determination. Further contact with the household made in accordance with this subparagraph shall not constitute a second food stamp certification interview.
  - (c) **Methods of Verification.**
    1. The county office shall not require the household to personally present verification at a Food Stamp Office. The following may be used to verify information:
      - (i) Form SSA 42.33 Social Security Administration Transmittal for Food Stamp Applications;
      - (ii) SDX;
      - (iii) Bendex. Bendex may be used to verify benefit payments or individuals receiving SSI or SSA;
      - (iv) Documentary Evidence;
      - (v) Collateral Contact;
      - (vi) Home Visit.
    2. Form SSA 42.33 and SDX/Bendex are the sources of verification that the worker shall use unless they do not contain the necessary information to determine eligibility for food stamps. If the necessary information cannot be verified from these sources, the worker may use an alternate method in accordance with 1240-1-16.

(Rule 1240-1-14-.14, continued)

- (5) Assigning Certification Periods. Households certified under joint processing procedures shall be certified for up to twelve months in accordance with 1240-1-7 Periods of Eligibility and 1240-1-5-.08 Destitute Households.
- (6) SSI Determination Results in Denial. In cases jointly processed in which the SSI determination results in denial and the worker believes that food stamp eligibility may be affected, the worker shall send the household Form HS-0258, Notice Concerning Your Application or Redetermination, advising that the certification period will expire at the end of the month following the month in which the notice is sent and that it must reapply if it wishes to continue to participate. Then notice shall also explain that its certification period is expiring because of changes in circumstances which may affect food stamp eligibility or benefit level and that the household may be entitled to an out-of-the-office interview in accordance with 1240-1-15-.06.
- (7) Changes in Circumstances. When changes occur within the certification period which affect the household's eligibility or level of benefits, action must be taken to adjust the benefits.
  - (a) Household Responsibilities. Households shall report changes in accordance with 1240-1-19-.04 of Volume II of the Family Assistance Manual.
  - (b) Worker's Responsibilities.
    - 1. The worker shall inform the household at each application and recertification of its responsibility to report changes, and action shall be taken on such changes in accordance with 1240-1-19-.04 of Volume II of the Family Assistance Manual.
    - 2. The worker shall monitor the SDX tape on a regular basis to determine the disposition of the application for SSI. Action shall be taken within 10 days of learning of the determination of applications for SSI to adjust benefits in accordance with 1240-1-19-.04 of Volume II of the Family Assistance Manual.
- (8) SSI Households Applying at the County Office. The county office shall allow SSI households to submit food stamp applications at the local Food Stamp Office. In such cases, all verifications, including that pertaining to SSI Program benefits, shall be provided by the household, by SDX or Bendex, or obtained by the county office rather than being provided by the SSA.
- (9) Restoration of Lost Benefits. The county office shall restore to the household benefits which were lost whenever the loss was caused by an error by the county office or by the SSA through joint processing. Such an error shall include, but not be limited to, the loss of an applicant's food stamp application after it has been filed with SSA. Lost benefits shall be restored in accordance with 1240-1-21.
- (10) Work Registration Requirements. Household members who are applying for SSI and for food stamps under joint processing procedures shall have the requirement for work registration waived until:
  - (a) They are determined eligible for SSI and thereby become exempt from work registration; or
  - (b) They are determined ineligible for SSI and, where applicable, a determination of their work registration status is then made through recertification procedures in accordance with 1240-1-14-.14(6) or through other means.
- (11) Mass Changes. The county office shall be responsible for automatically adjusting a household's food stamp benefit level to reflect the cost-of-living increases received in Social Security and SSI benefits.

(Rule 1240-1-14-.14, continued)

- (12) Recertification. The county office shall complete the application process and approve or deny timely applications for recertification in accordance with Volume II of the Family Assistance Manual. A face to face interview shall be waived if requested by a household consisting entirely of SSI participants unable to appoint an authorized representative. The county office shall provide these households with Form HS-0258 Notice Concerning Your Application on Redetermination in accordance with 1240-1-19-.01 except that such notification shall inform households consisting entirely of SSI recipients that they are entitled to a waiver of a face-to-face interview, if the household is unable to appoint an authorized representative. SSI households which have received Form HS-0258 Notice Concerning Your Application or Redetermination shall be entitled to make a timely application for food stamp recertification at the SSA office. The SSA shall accept and forward the application and supporting verification to the local food stamp office. These households shall not be required to appear at a second office interview; however, the county office may conduct an out-of-office interview, if necessary.

**Authority:** TCA §§14-27-104 and 14-27-107; PL 97-35; 7 CFR 272.2(k)(i), 273.2(i)(2). **Administrative History:** Original rule filed August 15, 1980; effective September 29, 1980. Amendment filed December 10, 1981; effective January 25, 1982. Amendment filed March 28, 1983; effective April 27, 1983.

**1240-1-14-.15 CATEGORICALLY ELIGIBLE HOUSEHOLDS - FOOD STAMPS ONLY.**

- (1) Except as otherwise provided herein, households consisting entirely of SSI and/or AFDC recipients are categorically eligible for food stamps, regardless of whether the requirements in chapters 1240-1-3 and/or 1240-1-4 are met. "Recipients" include the following individuals:
  - (a) persons who actually are receiving AFDC or SSI checks;
  - (b) persons whose AFDC grant or SSI payment is being recouped or has been suspended temporarily (i.e., the AFDC grant is suspended for one month in the retrospective cycle because of extra income in a given month);
  - (c) persons approved for AFDC, but who do not receive a payment because they are eligible for a grant of less than \$10.00; and
  - (d) persons receiving Medicaid only are not considered recipients for this purpose.
- (2) Exceptions to categorical eligibility.
  - (a) Regardless of the provisions in paragraph (1), a household is not categorically eligible, and is subject to all food stamp eligibility requirements if:
    1. any member is disqualified for an Intentional Program Violation;
    2. the household is ineligible because it failed to comply with monthly reporting requirements; or
    3. the household is disqualified because a member voluntarily quit a job or failed to comply with the work registration/job search requirements.
  - (b) Notwithstanding any other provision of these rules, the following individuals cannot be included as eligible members of an otherwise categorically eligible household:
    1. ineligible aliens;
    2. students who are ineligible under the student provisions; and
    3. institutionalized individuals [except those listed in rule 1240-1-2-.02(4)(b)].

**Authority:** TCA §14-27-104; PL 99-198; 7 CFR 273.2 [as amended, 51 Federal Register 150 (August 5, 1986)].

**Administrative History:** Original rule filed November 28, 1986; effective February 28, 1987.